

## ROUTING AND RECORD SHEET

81-5423/3

SUBJECT: (Optional)

Overtime

FROM:

EXTENSION

NO.

Harry E. Fitzwater

DDA  
7D-18 Hqs.

TE

9 NOV 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDCI  
7E-12 Hqs.

4/10

11/10

J

2.

3. DCI  
7E-12 Hqs.Rec'd  
12 Nov.

23 NOV 1981

inc

4.

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DDA

DDA REGISTRY

FILE: Pers - 2 - 1

6.

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11.

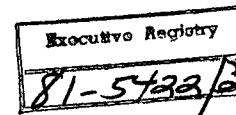
12.

13.

14.

15.

**CONFIDENTIAL**



DD/A 81-2188/5

9 NOV 1981

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Overtime (U)

REFERENCES: A. Memo to DDA from DCI, dtd 2 Nov 81, same Subject  
B. Memo to DCI from DDA, dtd 27 Oct 81, same Subject

25X1 1. Submitted below, per your request, is a breakdown of the Agency's overtime costs, by component, during the period FY-76 through FY-81:



You will note in the attachment that a substantial portion of the increase in overtime costs from year to year is due to legislative pay increases. I have attached a graph that focuses on this relationship. (U/AIU0)

**CONFIDENTIAL**

**CONFIDENTIAL**

2. As I mentioned previously, the Agency has been persistently under-strength in several key areas during FY-80 and FY-81. In the Directorate of Administration, for example, over 75 percent of our overtime has been performed by communicators and those in the areas of logistics services. As I mentioned in my last memorandum, the DA has been understrength in some critical areas for several years. During the hiring freezes, entitlements for hiring went to critical areas such as Career Trainees for the DO. These individuals were hired at the expense of communicators, who took up the slack with overtime. Additionally, I would speculate that the sizable increase in overtime costs between FY-77 and FY-78 is largely due to the substantial efforts made in reviewing classified archival holdings by all components--the first such review conducted by the Agency. (U)

25X1 3. In my previous memo on this subject I mentioned the significant amounts of overtime donated by our people. A good example of this recently crossed my desk in the form of a recommendation for a special award. For the past two years, your sole communications officer [redacted] (a GS-11 employee) has performed the work of two men by donating approximately 40 hours of his own time per month in addition to working an average of 38 hours of compensated overtime per month. Although this is a remarkable performance, I believe we can find other cases like this where people are donating considerable uncompensated time. (C)

4. If you need any additional information on our overtime usage, I can provide same. (U)

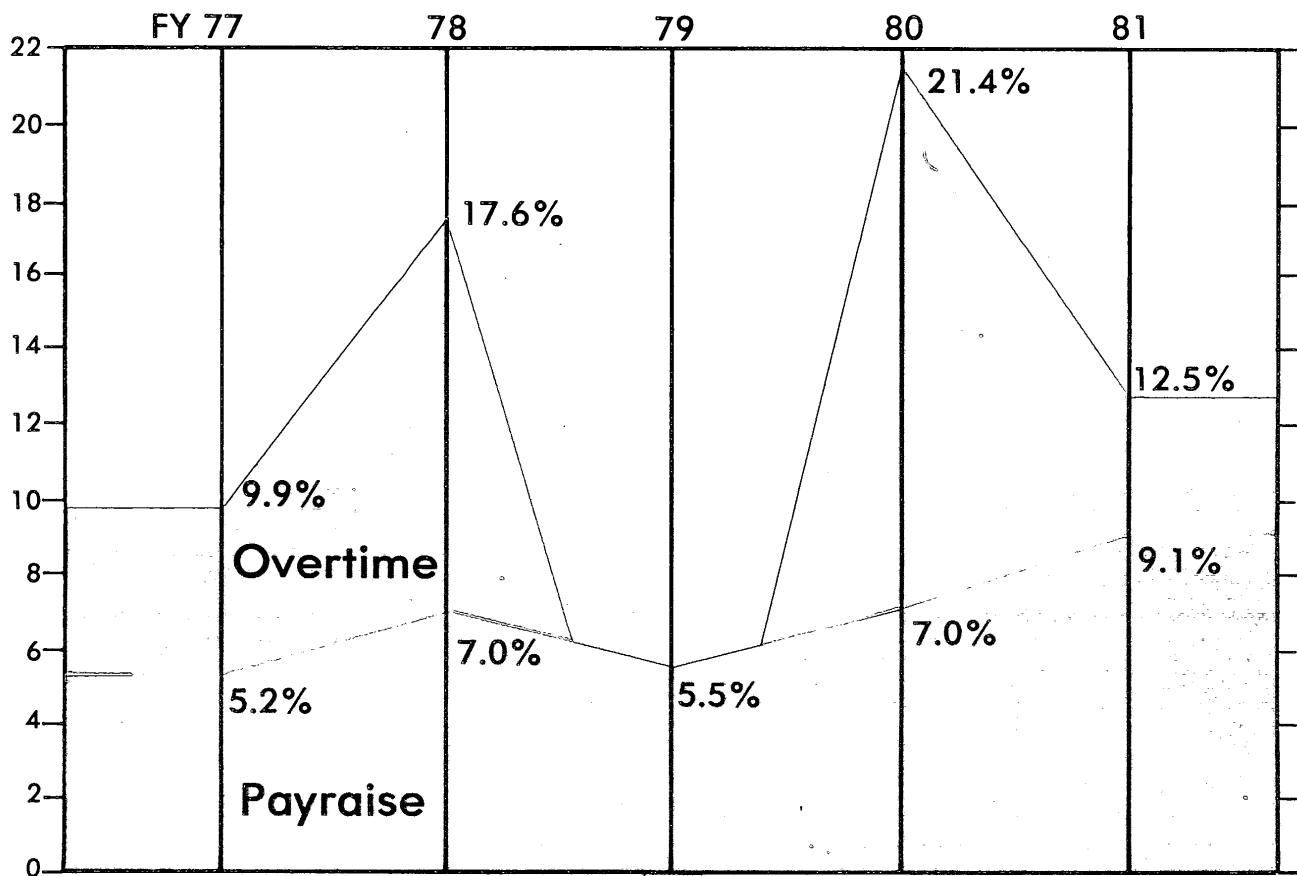
[redacted]  
Harry E. Fitzwater

25X1

Attachment

**CONFIDENTIAL**

## Overtime/Payroll Trends



**CONFIDENTIAL**

DD/A 81-2188/5

DD/A REPLY

FILE: *Pers-2-1*

9 NOV 1981

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Harry E. Fitzwater

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Attachment

Distribution:

- 0 - DCI w/att
- 1 - DDCI w/att
- 1 - ER w/att
- 1 - D/OF w/att
- 1 - DDA Subj w/att
- 1 - DDA Chrono w/o att
- 1 - HEF Chrono w/o att
- 1 - EO Chrono w/o att

25X1 EO/DDA [redacted] ba(9Nov81)

**CONFIDENTIAL**

## Overtime/Payroll Trends

